



Office of Management's Monthly Newsletter

The Beacon

U.S. Department of Agriculture
Food Safety and Inspection Service
Office of Management
Ronald Hicks, Deputy Administrator

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web: www.fsis.usda.gov/om/adserv.htm
e-mail: fsis.servicebeacon@usda.gov

bea-con (bê' ken) *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

RON'S CORNER

FSIS Recruitment Bonus Offered

*by Ron Hicks
Deputy Administrator
Office of Management*

As you may know, FSIS is experiencing a shortage in the number of eligible applicants for some inspection positions in specific localities. To help alleviate this shortage, the Agency recently announced a \$2,500 Recruitment Bonus for new applicants for food inspector positions who are not current Federal employees, or former employees who have had a break in service of 90 days or more and who will accept a position in the locations in specific locations.

To be eligible for this bonus, the applicant must first submit an application and test card, be found qualified to take the food inspector test, and then take and pass the test at any scheduled test location. When taking the test, the applicant will be asked to select up to five geographic areas where he or she would be interested in working, provided the test is passed.

Attachment 1 to this edition of the *Beacon* lists the zones corresponding to the locations identified to receive the bonuses. When the applicant passes the test, he or she will then be available for full-time food inspector vacancies in those areas. Once the applicant is formally selected for a vacancy in one of the locations listed on the attached sheet and has begun working, FSIS will process the \$2,500 recruitment bonus.

Please note that this hiring incentive only applies to those accepting positions in the locations listed; those accepting this bonus will be required to sign an agreement stating that they will remain with the Agency for at least a year; this incentive will be offered until hiring needs are met in these areas.

You can contribute to the success of this program by telling anyone who might be interested in a position with FSIS about this bonus. Potential applicants can contact the Human Resources Field Office by telephone or their web site at:

http://www.fsis.usda.gov/OM/HRD/empty_career/fi.htm

2000 Index

Based on reader feedback, we have included an index of all *Beacon* articles published during 2000. Attachment 2 on pages 9 through 14 of this edition lists the name of the section and title for the article, the month it was published, and the pages on which it appeared. You can easily retain this index for future reference.

EDITOR'S NOTE

Transitions*by Kevin Dressman**Administrative Services Division*

Effective January 14, I accepted a position with the U.S. Environmental Protection Agency in Washington, DC. The January issue of the *Beacon* will be my last as Editor of this newsletter. Ron Hicks, Deputy Administrator for the Office of Management is committed to continuing this useful communication tool and ensuring a smooth transition. Pete Bridgeman, Branch Chief for ASD's Property Management Branch, will serve as the new Editor of the *Beacon* beginning with the February issue. Pete has been a major contributor to this newsletter since its inception and his leadership will ensure its continued success.

Based on the feedback that I have received over the past 4 years, readers of the *Beacon* value the timeliness and accuracy of the information published each month. I regret having to give up this fulfilling position, but I am also looking forward to the new opportunities with EPA. Thank you for your constructive feedback and interest in the *Beacon*.

WORKFORCE OF THE FUTURE

FSIS Next Steps*by Yvonne Davis**Workforce of the Future**Telephone: 202-720-6617*

On December 13, 2000, FSIS held a public meeting to discuss the next steps for the Agency. This article contains a summary of the information discussed and presented at that meeting.

When FSIS developed its strategy for improving food safety, it recognized that continuous change would be needed to reach the desired food safety goals. In January 2000, FSIS completed the third and final implementation phase of the Pathogen Reduction/HACCP rule.

The PR/HACCP final rule has provided an important framework for the significant changes made, and can guide FSIS in the next steps. FSIS also has information provided from a variety of sources to use as a guide in the next steps: the National Advisory Committee for Meat and Poultry Inspection, the National Advisory Committee for Microbiological Criteria for Foods, various surveys and reports on HACCP by internal and external groups, recommendations from internal working groups such as the Workforce of the Future steering committee, and input from FSIS employees and the public.

In developing the next steps, FSIS' goal remains the same as that stated in the preamble to the final rule back in 1996 - reduce the risk of foodborne illness associated with the consumption of meat and poultry products to the extent possible.

FSIS Next Steps includes two major goals. First, to improve the quality of industry food safety programs, including HACCP. Second, to improve FSIS' own role as a regulatory public health agency.

Two major areas of focus have been identified related to these goals. First is risk-based program design. This area includes topics such as HACCP inspection at slaughter establishments, residue control in a HACCP environment, examining whether processing inspection can be better designed to focus on risks associated with products and processes, regulatory reform, and ensuring that FSIS is responsive to food safety problems that arise.

The second area is Agency infrastructure and resources. FSIS' infrastructure needs to be improved to allow its workforce to carry out its regulatory responsibilities. This is a very broad area that encompasses things such as communication, workplace environment, and training and education.

Communication within the Agency and with its stakeholders is very important. FSIS needs to improve the methods for communicating, including making better use of new technologies. FSIS is also committed to improving the workplace environment for its employees. Workplace environment includes issues such as worker safety, quality of work life, and workforce diversity. Another component within this area is training and education. FSIS must have a workforce with the knowledge and skills to support its food safety programs. The Agency will explore expanding its training and education partnerships with other interested parties, including industry, academia, state and local agriculture and public health agencies, and other Federal agencies.

Following the public meeting in December, FSIS will begin formulating a multi-year strategy for program improvements, carefully considering the input from all interested parties. Public comments are being accepted on the information discussed and presented at the public meeting. All written comments must be submitted to the Docket Clerk by Jan. 5, 2001. Given the Jan. 5 deadline has already passed, employees with comments or questions may submit them to the Workforce of the Future mailbox in Outlook.

Field Operations Announces the Continuing Education Program (CEP) for 2001

by Christine Sinclair

Workforce of the Future

Telephone: 202-720-3845

Within the next few weeks, Field Operations (FO) employees should be receiving information from Mark Mina, Deputy Administrator, FO, announcing the start up of the Continuing Education Program (CEP) for 2001. The information packet, to be sent via email and in hard copy, includes an overview of CEP policies and procedures; a list of the types of "mission related" college courses that are eligible, and the forms employees will need for enrollment and reimbursement.

For FO employees interested in receiving reimbursement under this program, here are just a few requirements you need to be aware of:

- You must have courses pre-approved before enrolling.
- Courses must be job-related and successfully completed.
- Courses must be from an accredited university or college.
- To ensure fairness, you can request up to eight credit hours at a time however, you must have completed your current course(s) before requesting approval for additional ones.
- Courses taken during FY 2001 must be completed by December 31, 2001.

Once you've received your packet of information from Dr. Mina, employees interested in the CEP may contact Eleanor Lewis 202-418-8863 or Ruth Holt, 202-418-8855 on the Resource Management and Planning Staff, for further information and assistance.

HUMAN RESOURCES

Agency Launches Leadership Development Program

by Robert E. Zimmermann

Human Resources Division

Telephone: 202-720-4937

In January of 2001 FSIS launches the Management and Leadership Development Program (MLDP) full phase implementation. This comes as the pilot phase successfully winds down after a year of serving designated intact work groups. The pilot provided leadership assessment and training to the Boulder, Springdale and Jackson district offices, as well as the Internal Control Staff and Micro Biology Branch within the Bio Services Division at headquarters.

Founded on the understanding that anyone can become a leader, MLDP full phase implementation provides competency-based developmental services to employees in a variety of occupations and at differing grade levels. The Agency intends to have the MLDP function as its primary vehicle for leadership development during the foreseeable future; efforts will continue to maximize employee participation consistent with available resources.

Recently unveiled elements include a New Supervisor Program, open enrollment courses in leadership and communication, a Clerical and Administrative Support Program, as well as continued services to intact work groups. Multi source assessment remains a key feature of the MLDP—employees participating in the program receive competency-based developmental feedback from their peers and supervisor.

Please pay attention to the *Beacon* and other sources for more detailed information as the MLDP individual components come "on-line". Questions may be directed to Robert Zimmermann at 202-720-4937.

The USDA Nursing Mothers Room

Are you an expectant mother who is considering nursing, rather than bottle-feeding your baby? Are you a new mother who wants to be able to continue breastfeeding after returning to work? You may be able to combine the demands of working and breastfeeding by using a conveniently located Nursing Mothers Room or by looking into special arrangements through your supervisor at your work location.

If you are in the Agriculture Complex in Washington, DC, you may already know there is a special Nursing Mothers Room set aside where nursing mothers can pump their breast milk at lunch or at break times, store it safely in a refrigerator while at work and then later take it home to their babies. For FSIS employees at headquarters, the Nursing Mothers Room is located in Wing 2 of the South Building, Room 1204. For Beltsville employees located at the George Washington Carver Center, it is in Building 2, lower level, across from the Health unit and the Child Development Center.

Also, in some locations, where Federal agencies are co-located, it may be possible, and USDA highly encourages, the sharing of nursing mothers' rooms between agencies. (For example, Forest Service has a Nursing Mothers Room established in Room 5-C-30 at 1100 Commerce St., Dallas, TX that FSIS employees at this work site may be able to use, if the need arose.)

Even if your location does not have a special facility designated for this purpose, you may be able to use a vacant office or women's rest room and then store the milk in the office refrigerator. Talk with your supervisor about the feasibility of this arrangement. If you are an in-plant inspector, you should consult first with your supervisor who will talk with the District Office about what special arrangements could be made at your work location. This may be possible; recently a line inspector was able to work out an arrangement in conjunction with the union representative and one of the district offices. Keep in mind that any arrangement will need to be worked out in conjunction with local and national agreements. The first step is to talk with your supervisor and then go from there. If you have any questions on the resources available to nursing mothers, please contact Michele Clarke, the Work and Family Coordinator, on (202) 720-3880.

November/December Retirements

Richard C. Barker, CSI, OFO, Columbus Junction, IA, 12/01/00, 32 years

John Campbell, SVMO, OFO, Tolleson, AZ, 12/01/00, 25 years

Alford M. Carlton, FI-S, OFO, Live Oak, FL, 12/02/00, 31 years

Edward R. Crawford, VMO, OFO, Blackfoot, ID, 12/01/00, 29 years

Charles W. Dreibelbis, SVMO, OFO, Denison, IA, 11/30/00, 16 years

Richard W. Haraburda, FI, OFO, Glen Allen, VA, 12/02/00, 6 years

Dennis C. Hughes, CSI, OFO, Dayton, VA, 12/01/00, 35 years

George K. Houck, FI-S, OFO, Showell, MD, 12/02/00, 33 years

Richard F. McFarland, FI-S, OFO, Arcadia, WI, 12/02/00, 30 years

Stephanie S. Mitchell, FI, OFO, Goldsboro, NC, 11/18/00, 7 years

Loren P. Nelson, CSI, OFO, Denison, IA, 12/02/00, 40 years

Linda J. Parker, FI, OFO, Dobson, NC, 12/02/00, 6 years

Michelle C. Riggelman, FI, OFO, Harrisonburg, VA, 12/02/00, 8 years

Fazlullah Siddiqui, SVMO, OFO, New York, NY, 12/02/00, 20 years

Edgar L. Smith, SVMO, OFO, Oak Park, MI, 12/01/00, 47 years

Rodolfo S. Solis, FI-S, OFO, Seguin, TX, 12/02/00, 24 years

Virginia G. Spencer, FI-S, OFO, Robersonville, NC, 12/01/00, 33 years

Ida M. Walker, FI-S, OFO, Morton, MS, 09/30/00, 13 years

Deaths-In-Service

Mr. Roy D. Ward, Jr., FI, OFO, Beardstown, IL, 10/28/00

Mr. Gerald L. Johnson, SVMO, OFO, Guymon, OK, 11/12/00

Leave Transfer Recipients

1. Jackie Copeland
OFO, DC; Illness

2. Annie Stewart

- POB, MN; Serious Illness
3. Linda Cole
OPPDE, DC; Serious Illness
 4. Stephanie Showell
OFO, DE; Family Illness
 5. Linda Carey
EMS, DC; Surgery
 6. Betty Morgan
OFO, AR; Family Illness
 7. Carolyn Woolfolk
OFO, DC; Family Illness
 8. OFO-99-0027
OFO, NC, Surgery
 9. Tammy Love
OFO, AR; Surgery
 10. Sue Engels
OFO, IA; Family Illness
 11. Aurbrey Tribble
OFO, FL; Serious Illness
 12. Jacqueline Bonner
OFO, AL; Surgery
 13. John French
OFO, GA; Family Illness
 14. Clement Grangier
OFO, MD; Serious Illness
 15. Mark Spear
OFO, AL; Surgery
 16. Brandy Blevins
OFO, CA; Serious Illness
 17. OFO-00-0006
OFO, AL, Illness
 18. Randy Haggard
OFO, TX; Serious illness
 19. Robert Butler
OFO, MS; Surgery
 20. Ralph Bowen
OFO, NE; Serious Illness
 21. Frankie Beacorn
FO-OO-0020
 22. OFO-00-0022
OFO, MI; Serious Illness
 23. Eusebio Galindo
OFO, TX; Serious Illness
 24. Becky Schneider
OFO, CO; Illness
 25. OFO-00-0030
OFO, WV; Surgery
 26. Nancy Clyburn
OPHS-DC-Surgery
 27. OFO-00-0034
OFO, NJ; Surgery
 28. Jerry Castleberry
OFO, GA; Surgery
 29. Beverly Winston
OFO, GA; Maternity
 30. OFO-00-0036
OFO, SC; Surgery
 31. Barbara Males

- OFO, NY; Serious Illness
32. Donald Palmer
OFO, KS; Family Illness
33. OFO-00- 0042
OFO, AL; Surgery
34. Leslie Buzzell
OFO, ME; Surgery
35. Stephanie Kane
OPPDE, DC; Surgery
36. Lula Wallace
OPPDE, DC; Maternity
37. Margarita Fiol
OFO, PR; Illness
38. Michelle Furchak
OM, DC; Family Illness
39. Lois Mullens
OFO, AL; Serious Illness
40. Mary Ann Riley
OPPDE, DC; Family Illness
41. Dolores Bradley-Vargas
OFO, GA; Serious Illness
42. Janet O'Byrne
OFO, MN; Serious Illness
43. George Toups
OFO, LA; Serious Illness
44. Kelly Mitchell
OFO, DC; Serious Illness
45. Tammy Bergerson
OFO; MO; Surgery
46. Rosie Stephenson
OFO, TX; Serious Illness
47. Geraldine Woods
OFO; TX; Surgery
48. Sheila Mote
OFO; NC; Surgery
49. Wilma Hoch
OFO, IA; Surgery
50. Frances Flecher
OFO, MN; Surgery
51. Wynne Molloy
OFO, AR; Serious Illness
52. Linda Reohr
OFO, NY; Surgery
53. Linda Kendrick
OFO, AR; Surgery
54. Sandra Wasserman
OM, MN; Serious Illness

*While not consenting to the publication of their names, certain LTP recipients are assigned a number that they may provide to their co-workers if they choose so that donated leave may be transferred to their account. Any questions on the LTP should be referred to the Human Resources Field Office on 1-800-370-3747 for field employees and to the Classification and Compensation Branch for HQ employees on 202-720-6287.

OCCUPATIONAL SAFETY AND HEALTH

Encroachment by Plant Personnel

by Harry Thompson

Telephone: 214 767-9124, x-896
and
Harry E. Springfield, Jr.
Telephone: 215 597-4219, x-126
Administrative Services Division

Q: At my assignments, plant personnel occasionally perform their work in the inspection station area. For example, the hog header will drop heads in the head inspection area, the eviscerator will remove the viscera on the moving table directly in front of me or the presenter in the poultry plant will be right next to me. This is an unsafe practice. Are there any regulations that prohibit this?

A: Certain areas are provided for inspectors; other personnel must not encroach on them. Title 9 CFR 307.2(m) states that cattle and swine inspection stations must provide at least 5 feet of unobstructed line space for each head or carcass (rail) inspector and for viscera table kills, 8 feet for each viscera inspector. Title 9 CFR 381.36 states that each poultry/turkey inspector shall be provided at least 4 feet along the conveyer line. If the inspection station is encroached, the line should be stopped until the plant personnel return to their assigned areas. Violations should also be documented on FSIS Form 4791-27, Report of Alleged Safety or Health Hazard

Inspection Equipment and Clothing

by: Albany, Beltsville, and Philadelphia Multi-District Safety and Health Committee
Harry E. Springfield, Jr., Facilitator
Telephone: 215-597-4219, x-126

In accordance with FSIS Directive 3410.3, Reimbursement Provisions For Inspection Expenditures, eligible inspection personnel are reimbursed for specified inspection related equipment and clothing. We are aware that inspection personnel have had varying levels of satisfaction with the items that they have purchased in regards to durability, comfort, utility, and maintenance.

If you have purchased clothing or equipment and are very satisfied with the product, could you share this information with your FSIS co-workers? Please provide us with the name of the manufacturer or supplier, model name or number, the source for the item, how the item is used, and the attributes of the item. For example:

Skid Resistant Footwear
Skid-No-More Shoe Company
Model XYZ (women's)
Purchased at local farm store
Worn in poultry processing plant as slaughter line inspector
This is a lightweight shoe, very comfortable, good skid resistance, and long wearing. Easy to keep clean.

Please provide the above information to Tom Wright, FSIS Safety and Occupational Health Manager, Mail Drop 5250 at the Beltsville address of this publication or e-mail. Information about satisfactory inspection items will be published in future issues of the *Beacon*.

MAIL MANAGEMENT

First Class Mail Rate Change

by Carol Zrioka
Administrative Services Division
Telephone: 301-504-4225

On January 7, 2001, the First Class stamp goes up one penny, from \$0.33 to \$0.34. For each additional ounce, the price decreases from \$0.22 cents to \$0.21.

Mail Type	Old Price	New Price
First	\$0.33	\$0.34

ounce First Class		(\$0.01 increase)
Each additional ounce First- Class	\$0.22	\$0.21 (\$0.01 decrease)

After January 7, 2001, if you have an old \$0.33 stamp and an old \$0.23 stamp you can still use them on your two ounce pieces of mail.

All official postage stamps are to be obtained from the Field Supply Center. Please do not purchase stamps from the U.S. Post Office and try to get reimbursement on your Travel Voucher or a Standard Form 1164.

Until further notice, the Field Supply Center will continue to supply \$0.33 stamp (FSIS-17A), \$0.23 stamp (FSIS-17B) \$0.10 (FSIS-17C) and \$0.01 stamp (FSIS-17D). When we are able to obtain \$0.34 official government postage stamps, we will replace the \$0.33 stamps with them, and they will be available as Item #FSIS-17A. This probably will not occur for several months so, until then, please order and use the \$0.33 and \$0.01 stamps.

VDIP

The Resolution Process

by Kathy Welsh

Telephone: 202-720-5657

Milo Christianson

Telephone: 612-370-2000

Labor and Employee Relations Division

Since May of this year, we have been visiting our field offices to present a seven hour Conflict Management Workshop. A very important part of that workshop is discussion and practice on how conflicts can be resolved. We present a four-step model that individuals can use to resolve their own disagreements without using a mediator. The steps include the following:

- Arrange the Meeting
- Open the Discussion
- Discuss the Issues of Concern
- Find a Solution

This article will focus on the first part of the process - Arrange the Meeting.

One of the most difficult things to do when you have a conflict with someone is to approach that other person about the disagreement. However, if there is no discussion about the problem, there can be no solution. Therefore, someone has to take that first, difficult step to arrange a time to meet and talk.

Whether you are having a disagreement with a peer, subordinate or superior, someone must make the first move. To make that move successful, it is important to think of the mutual benefits that could ensue from having such a discussion. Then you have to sell the other person on those benefits. Typically, these benefits concern such universal things as support, respect, harmony, mutual goals, and good communication. The person doing the selling has to assume the role of a pitchman, making certain that he/she has emphasized all of the many benefits that could result from having such a discussion.

Next, it is important to set a time, date and place for the meeting. Arrangements should include:

- Finding a private, neutral location, free from interruptions, to hold the meeting.
- Finding a time when the parties are least occupied with other concerns.

- Leaving enough time to reach resolution, even if more than one meeting is needed.
- Minimizing physical discomforts.
- Giving the other party an opportunity to participate in the selection of the date/time/place for the meeting.

Once the above issues are settled, you are then ready to have that discussion. What things should occur during the discussion will be addressed in next month's article.

SUPPLIES

Move to Finally Occur This Month

by Pete Bridgeman

Administrative Services Division

Telephone: 3001-504-4222

The move of the Field Supply Center from Landover to Beltsville suffered another delay, due to electrical problems in the new facility, and is now scheduled to take place on January 15th, 2001. All orders sent to the new address prior to that are still being picked up and filled at the Landover Service Center. The supply emergency and inquiry number will remain the same, 1-800-714-8335. The new address for the Field Supply Center is:

USDA, FSIS, FIELD SUPPLY CENTER (FSC)
11711 MARYLAND AVENUE EAST
BELTSVILLE, MD 20705

We hope to have the new catalog ready to go sometime in February, as well as electronic ordering, once the move is completed and everything is running smoothly in the new location. While the delays have created some confusion and placed additional stress on the Field Supply Center, the Office of Operations group there are doing everything they can to continue filling orders in a timely manner. We will do everything we can from this end to trouble-shoot any problems that occur with your orders. We appreciate your patience as we go through this transition.

New Item - Re-sealable Sample Bags

The new sampling procedures outlined in revised FSIS Directive 7355.1 will require different sizes of re-sealable plastic sample bags. While the labs will be stocking and providing these bags along with other sampling materials, these will also be available from the Field Supply Center, in boxes of 50 bags each. The item number for these will be as follows:

FSIS-72-QT = Quart-Sized Resealable Bags (Box of 50)

FSIS-72-GAL = Gallon Size Resealable Bags (Box of 50)

FSIS-72-2GL = Two Gallon Size Resealable Bags (Box of 50)

In addition to these new items, we will also continue to stock the 6" x 12" flat plastic sample bags, FSIS-14, Unit of Issue HD (100).

Cable Car Seals - FSIS-41

The Cable Car Seals, Item #FSIS-41, will no longer require the little wrench part that previously came with them. We are now stocking a cable seal that is self-locking. The Item Number will remain FSIS-41, and the unit of issue is still EA (each).

ISSUANCES

Recent Agency Issuances

by Corinne Calhoun

Administrative Services Division

Telephone: 301-504-4233

The following notices and directives have been issued since the December 2000 edition of The Beacon. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 51-00 (11/21/00)
Additional States Using SATO Travel Services

Notice 52-00 (11/21/00)
Use of Cut-Resistant Gloves

Notice 53-00 (12/11/00)
Relocations of OFO and OPPDE

Notice 54-00 (12/12/00)
Obtaining FedEx Airbills and Stamps

Notice 55-00 (12/15/00)
Postage Stamp Increase

Directive 2791.2 (12/11/00)
Laboratory Environmental, Health and Safety Management

Directive 10,210.1, Amendment 2 (12/1/00)
Unified Sampling Form

Directive 10,240.2, Revision 1 (12/1/00)
Microbial Sampling of Ready-To-Eat (RTE) Products

Directives and notices are distributed automatically to applicable Agency employees and offices. Additional copies are available from:

USDA FSIS ASD PMS
MAILDROP 5241
5601 SUNNYSIDE AVENUE
BELTSVILLE MD 20705-5241

Telephone: 301-504-4242
Fax: 301-504-4277

PROCUREMENT

Writing a Statement of Work

by Kim Hersh

Administrative Services Division

Telephone: 301-504-4211

Recently we have received many questions on how to create a Statement of Work. The Statement of Work is a document submitted by a program official for the procurement of services needed by the Government. The Acquisitions and Agreements Section (AAS) has prepared information for your use in writing a good Statement of Work. Please access Outlook's Public Folders under

- + All Public Folders
 - + Microcomputer Support
 - + Procurement Requests
-

If you have any questions, please call AAS.

To comment on this newsletter or to submit an article for publication, please contact:

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The current and past editions of *The Beacon* are available electronically in the "Newsletters" public folder on the Exchange (Outlook) mail system as well as on the FSIS Website at: www.fsis.usda.gov/om/adserv.htm

ATTACHMENT 1

Locations Approved For Recruitment Bonuses

ALABAMA

- Ashland, Athens, Trussville, and Russellville (ZONE 058)

ARIZONA

- Tolleson (ZONE 022)

COLORADO

- Fort Morgan (ZONE 018)

GEORGIA

- Athens, Carrollton, Cumming, Dalton, Ellijay, Gainesville, Marietta, Murrayville (ZONE 064)
- Douglas (ZONE 063)
- Camilla, Perry, Pine Mountain Valley (ZONE 062)

MISSISSIPPI

- Summit (ZONE 057)

NEBRASKA

- Grand Island and Lexington (ZONE 038)

NORTH CAROLINA

- Wilkesboro (ZONE 066)
- Monroe (ZONE 067)

SW KANSAS

- Dodge City, Liberal, Holcomb, and Garden City. (ZONE 034)

TENNESSEE

- Chattanooga and Morristown (ZONE 054)
- Shelbyville (ZONE 055)

TEXAS

- Booker, Cactus, Plainview, and Friona. (ZONE 024)
- Bryan and Dallas. (ZONE 027)
- Carthage, Mt. Pleasant, Lufkin and Center. (ZONE 028)

UTAH

- Hyrum (ZONE 020)

WASHINGTON

- Ferndale, Mount Vernon and Kelso (ZONE 001)

ATTACHMENT 2

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Human Resources	Donating "Use of Lose" Annual Leave	November	6
Human Resources	Elder Care Reminder	May	10
Human Resources	Expanded Use of Excused Absence for Organ Donation	May	7
Human Resources	Expanded Use of Family Sick Leave-Questions and Answers (July 10, 2000)	August	5-7
Human Resources	Family Friendly Sick Leave is Expanded	August	4 & 5
Human Resources	Federal Income Tax Withholding-W-4	May	7
Human Resources	Food Inspector Application Packets	May	8 & 9
Human Resources	Food Inspector Intermittents Seeking Full time Employment	July	4 & 5
Human Resources	FSIS Personnel Fax Request Service	July	6 & 7
Human Resources	General Application Preparation Tips	May	9
Human Resources	Good News	December	4
Human Resources	Grandparents as Parents	November	4 & 5
Human Resources	Health Insurance Coverage for Son or Daughter Turning Age 22	July	6
Human Resources	Help is as Close as Your Telephone	October	5 & 6
Human Resources	How Do I Know if I Meet the Educational Requirements for the Consumer Safety Officer Series?	December	2 & 3
Human Resources	Information for Survivors of Employees or Retirees	April	3
Human Resources	Inplant Recruitment Initiative	February	5
Human Resources	Leave Transfer Recipients	Monthly	
Human Resources	Leave Without Pay (LWOP) Reminder	May	6
Human Resources	Locality Pay	March	5
Human Resources	Long-Term Care Insurance--A Good Idea for Employees Caught in the "Sandwich Generation"	September	6
Human Resources	Microcomputer Learning Center	December	5 & 6
Human Resources	NFC's Employee Personal Page	May	11
Human Resources	No Excuse for Abuse	December	4 & 5
Human Resources	Now That You've Asked	October	6
Human Resources	Orientation Handbook	July	6
Human Resources	Outreach Contacts with Prospective Food Inspector and VMO Applicants	May	8
Human Resources	OWCP Forms Reminder	May	11
Human Resources	Performance Appraisal Ratings (A-L GS Employees)	January	5
Human Resources	Performance Standards (M-Z)	May	7
Human Resources	Post-1956 Military Service Purchase /Alert	May	10
Human Resources	Post-Employment Restrictions	May	10
Human Resources	Progress Review (M-Z Bargaining Unit Employees)	November	8
Human Resources	Progress Reviews	July	4
Human Resources	Progress Reviews (A-L Bargaining Unit Employees)	May	7
Human Resources	REMINDER! If You Have Use/Lose Annual Leave, Read this..	November	5 & 6
Human Resources	Renewing Applications	May	9
Human Resources	Request for Employment Verification	August	4
Human Resources	Requests for Employment Verification	July	5
Human Resources	Requests for Leave	November	8
Human Resources	Responding to Vacancy Announcements	July	4
Human Resources	Retirement	July	3 & 4
Human Resources	Retirements	Monthly	

Human Resources	Rotational Assignment Program	October	6
Human Resources	Secretary's Advisory Committee for Employees with Disabilities (SACED)	December	6
Human Resources	Seize the Opportunity!	November	9
Human Resources	Supplemental Classification Guide for Evaluation "High Pathology" VMO Positions	June	8
Human Resources	Survivor Annuitants Who Are Also Federal Employees and the FEHBA Premium Conversion	November	4
Human Resources	The Census Counts	April	4
Human Resources	The FSIS Employee Suggestion Program	August	7 & 8
Human Resources	The Government May Owe You Money	May	7 & 8
Human Resources	The Performance Appraisal-Performance Standards Connection	January	5
Human Resources	Thrift Savings Plan Rates	January	6
Human Resources	Transit Benefits Are Here	November	6 & 7
Human Resources	Transit Benefits Are Here	September	5 & 6
Human Resources	TSP Open Season Reminder	May	11
Human Resources	U.S. Savings Bonds	August	4
Human Resources	U.S. Savings Bonds	July	4
Human Resources	Veterinary Medical Officer Application Packet	May	8
Human Resources	VMO/SVMO Open Continuous Vacancy Announcement	May	9 & 10
Human Resources	WAE Limitations	November	7
Human Resources	WWW.carefinder.com	June	9
Human Resources	WWW.momsonline.com/jobwise/childcare	June	9
Human Resources	You Are Our Customers	July	3
Issuances	Recent Agency Issuances	Monthly	
Mail Management	Government Stamps	March	6
Mail Management	Mail Tips	January	3 & 4
Occupational Safety and Health	2000 Multi-District Safety and Health Poster Contest	July	11
Occupational Safety and Health	2000 Multi-District Safety Poster Contest	January	9
Occupational Safety and Health	Audiometric Testing--First Step	September	3
Occupational Safety and Health	Biologically Derived Air Contaminants	October	4 & 5
Occupational Safety and Health	FSIS Air Contaminants Program	July	10
Occupational Safety and Health	FSIS Air Contaminants Program	June	5
Occupational Safety and Health	FSIS Hazard Communications Program	May	4 & 5
Occupational Safety and Health	Hazard Communication Program List of Hazardous Chemicals	July	10 & 11
Occupational Safety and Health	Hazard Reporting Forms	December	10
Occupational Safety and Health	Help Wanted	September	3 & 4
Occupational Safety and Health	Lockout/Tagout-Periodic Inspection and Training	February	9
Occupational Safety and Health	Multi-District Safety and Health Committees	March	7
Occupational Safety and Health	Multi-District Safety Poster Contest	August	10
Occupational Safety and Health	Multi-District Safety Poster Contest	September	4 & 5
Occupational Safety and Health	Multi-District Safety Poster Contest (Atlanta, Jackson, Raleigh)	April	7
Occupational Safety and Health	New FSIS Safety and Health Poster	December	10
Occupational Safety and Health	Notebook Computer Cart/Carrier	September	4
Occupational Safety and Health	Occupational Safety and Health Questionnaire Update	April	7
Occupational Safety and Health	Occupational Safety and Health Responsibilities	September	4
Occupational Safety and Health	OSHA Inspections	November	10 & 11
Occupational Safety and Health	Report of Alleged Safety or Health Hazard	August	9 & 10

Occupational Safety and Health	Safety and Health Directive--Required Actions and Postings	May	4
Occupational Safety and Health	Safety and Health Poster	March	7 & 8
Occupational Safety and Health	Safety and Health Videos	March	7
Occupational Safety and Health	Safety and Health Videos	May	5
Occupational Safety and Health	Safety and Health--Employee Rights	October	5
Occupational Safety and Health	Safety Decals	May	5
Occupational Safety and Health	Tell Me About "Noise and Hearing"	June	5 & 6
Occupational Safety and Health	Wellness Training Program Workbooks	September	3
Procurement	Blanket Purchase Agreements and Vendor ID Codes	June	10 & 11
Ron's Corner	2000 Beacon Reader Survey Results	December	1
Ron's Corner	A Star Is Born	March	1
Ron's Corner	Air Monitoring Program	May	1 & 2
Ron's Corner	Communication	July	1
Ron's Corner	CRD is Moving to Beltsville, MD	March	1
Ron's Corner	Creating a Model Public Health Curriculum for the Work Force of the Future	November	2
Ron's Corner	Earth Day 2000	April	1
Ron's Corner	FSIS Award Winners	April	2
Ron's Corner	FSIS Establishes Special Award Plaque to Recognize Police Assistance to Enforcement and Inspection Personnel	December	2
Ron's Corner	HACCP Update	November	1 & 2
Ron's Corner	Happy Holidays	December	1
Ron's Corner	House and Senate Pass Agriculture Spending Bills	August	1
Ron's Corner	How is ASD Doing in Meeting Your Needs?	February	1
Ron's Corner	Implementing Recommendations Will Improve Food Safety: Report of the Task Force on the Future Role of the FSIS Veterinarian	October	1-3
Ron's Corner	Mailers for Recycled InkJet Cartridges	April	1 & 2
Ron's Corner	Management and Leadership Development Program to Push Ahead	May	1
Ron's Corner	National Food Safety Education Month 2000 "Be Smart, Keep Foods Apart--Don't Cross-Contaminate"	September	1 & 2
Ron's Corner	New Office of Management Field Employees	August	1 & 2
Ron's Corner	Processing and Slaughter Plant Visits Enlighten ASD Employees	April	2
Ron's Corner	The <i>Beacon</i> in its Fourth Year	June	1
Ron's Corner	The Future of FSIS Veterinarians	January	1
Strategic Planning	FSIS Strategic Plan	January	1 & 2
Supplies	33 Cent Stamps Are In	March	6
Supplies	Apron Problems	December	12
Supplies	Band-aids-Correction, and a New Item	July	9
Supplies	Canadian Export Certificates (FSIS 9135-1) for Year 2001	October	8
Supplies	Catalog Correction-Print Cartridge for HP Desk Jet 500 Printers	June	4 & 5
Supplies	Comments from the Cage	January	7
Supplies	D-Cell Batteries-Unit of Issue Change	April	10
Supplies	Egg Products Cable Tanker Seals Now Available-Unit of Issue Change	June	4
Supplies	Egg Products Tanker Seals	April	9 & 10

Supplies	Export Stamp Problems	December	12
Supplies	Export Stamps	April	9
Supplies	Field Supply System Update	September	5
Supplies	Green File Dividers Available	June	5
Supplies	Laboratory Supply Line Update 1-877-709-1982	March	6 & 7
Supplies	Laser Jet Printer Cartridges Can Be Recycled Too	June	5
Supplies	Mailing to the Financial Processing Center	November	10
Supplies	Move of the Field Supply Center	October	7 & 8
Supplies	Move Update	December	12
Supplies	New Items from the Store	October	8
Supplies	New Style of Ear Plugs-FSIS-71	October	8
Supplies	Plastic Tanker Seals	February	8
Supplies	Problems with Back Orders	April	10
Supplies	Relief from Heat on the Line	June	4
Supplies	Status on the Relocation of the Landover Service Center	July	8 & 9
Supplies	Universal Sound Band No Longer Available	June	4
Supplies	When Is Landover Moving?	April	10
Supplies	Year 2001 Calendars	October	8
TEC-2001	TEC Today--YOU Can Help	February	3
Telecommunications	Telecommunications and Internet Access: The Agency's Information Technology Moves Into the 21st Century	November	3 & 4
Telecommunications	The 411 on 411	February	3
Training	Improvements in CEDL Customer Service	December	10 & 11
Travel	And While We're on the Subject of Travel Vouchers	April	9
Travel	And While We're on the Subject of Travel Vouchers	May	12
Travel	Bank of America Policy Regarding Delinquent Visa Travel Accounts	January	2 & 3
Travel	Fees to be Paid for Late Reimbursement of Travel Vouchers	April	8 & 9
Travel	Increase in the Mileage Rate	February	9
Travel	Mandatory Use of the Government-Issued Travel Charge Card	February	10
Travel	Mileage Reimbursement	February	9 & 10
Travel	New Laundry Policy	February	9
Travel	OCONUS rates	April	9
Travel	Per Diem Rates for FY 2001	November	11
Travel	Reoccurring Travel Questions	April	8
Travel	Transaction Fees for Airline Tickets	February	10
Travel	Travel Management Centers to Charge Transaction Fee	January	2
Travel	Unmatched Visa Travel Accounts	April	8
Travel	Updates to Directive 3800.1, Temporary Duty Travel Within CONUS	January	2
VDIP	Confidentiality	April	6 & 7
VDIP	Conflict Management Workshop	May	4
VDIP	Delivering Bad News	August	2 & 3
VDIP	How Conflicts Escalate	October	3
VDIP	Intervention Update	July	2 & 3
VDIP	Making Conciliatory Gestures	December	11
VDIP	Nonverbal Communication	March	4
VDIP	Power	September	2 & 3
VDIP	Preventing Conflict	February	7 & 8
VDIP	Resolving Disputes Without a Mediator	January	6 & 7

VDIP	When to Consider VDIP	June	6 & 7
VDIP	Why Mediation?	November	11 & 12
Vehicles	Annual Notice to High-Mileage Drivers	July	9
Vehicles	Increased Fuel Costs	June	3 & 4
Vehicles	Monthly Mileage Reports	June	4
Vehicles	Proof of Insurance for Operators of Government Vehicles	April	11
Vehicles	Reimbursement for Gas Purchases	April	10 & 11
Vehicles	Reporting Monthly Mileage	October	8 & 9
Vehicles	Rising Fuel Costs	August	9
Vehicles	Unmarked Government Vehicles	July	9 & 10
Vehicles	Use of Government Vehicles Outside Defined Areas	February	8 & 9
Vehicles	Vehicle Maintenance	June	4
Vehicles	Why the Different Mileage Reimbursement Rates?	January	7 & 8
Workers' Compensation	Report on the Workers' Compensation Initiative	June	9 & 10
Workforce of the Future	Consumer Safety Officer: Bringing a More Scientific, Systems-Based Approach to Inspection	February	1-3
Workforce of the Future	Consumer Safety Officers and the FY 2001 Budget	August	2
Workforce of the Future	Employee Voices on the HACCP-based Inspection Models Project: It's Working	June	3
Workforce of the Future	Extending the HACCP Approach	June	2 & 3
Workforce of the Future	Focus On: Consumer Safety Officer Report to Congress	March	1 & 2
Workforce of the Future	Focus on: Status of Agency Initiatives with Impact on the Workforce	May	2
Workforce of the Future	Focus on: Projects Helping FSIS Reach the Workforce of the Future	January	2
Workforce of the Future	Focus on: Verifying and Extending the HACCP Approach-HACCP Verification	June	1 & 2
Workforce of the Future	FSIS Veterinary Medical Officer of the Future Task Force	May	2
Workforce of the Future	Future Roles and Responsibilities for FSIS Compliance Officers Task Force	May	3
Workforce of the Future	GS-1862 Consumer Safety Inspector Occupation	May	3
Workforce of the Future	GS-696 Consumer Safety Officer (CSO) Introduction	May	2
Workforce of the Future	IDI Project	August	2
Workforce of the Future	In-Distribution Inspection Pilot	May	3
Workforce of the Future	Internet Access	May	4
Workforce of the Future	Interstate Shipment	May	3
Workforce of the Future	Randomized Processing Inspection	May	3
Workforce of the Future	Training and Education Committee 2001 (TEC 2001)	May	3
Workforce of the Future	Update on Introducing the Consumer Safety Officer Occupation	July	1 & 2
Workforce of the Future	Van Blargan to Focus on Future Enforcement, Role of Compliance Officers	September	2
Workforce of the Future	HACCP-based Inspection Models Pilot	May	2
Workplace Violence	Something for Your Wallet	September	2

**Thrift Savings Plan
C, F, and G Fund Monthly Returns
December 8, 2000**

Months	C Fund	S&P 500 Stock Index	F Fund	Lehman Brothers U.S. Aggregate Bond Index	G Fund
1995 (Jan. - Dec.)	37.41%	37.58%	18.31%	18.47%	7.03%
1996 (Jan. - Dec.)	22.85%	22.96%	3.66%	3.63%	6.76%
1997 (Jan. - Dec.)	33.17%	33.36%	9.60%	9.65%	6.77%
1998 (Jan. - Dec.)	28.44%	28.58%	8.70%	8.69%	5.74%
1999 (Jan. - Dec.)	20.95%	21.04%	(0.85%)	(0.82%)	5.99%
1999	%	%	%	%	%
December	5.90	5.89	(0.45)	(0.48)	.54
2000					
January	(5.03)	(5.02)	(0.34)	(0.33)	.56
February	(1.93)	(1.89)	1.22	1.21	.53
March	9.74	9.78	1.32	1.32	.55
April	(2.98)	(3.01)	(0.29)	(0.29)	.52
May	(2.05)	(2.05)	(0.03)	(0.05)	.54
June	2.44	2.47	2.07	2.08	.53
July	(1.56)	(1.56)	0.89	0.91	.53
August	6.19	6.21	1.46	.145	.52
September	(5.27)	(5.28)	.64	.63	.49
October	(0.40)	(0.42)	.66	.66	.51
November	(7.87)	(7.88)	1.65	1.64	.48
Last 12 Months *	(4.25)	(4.22)	9.13	9.06	6.48

Percentages in () are negative.

The C Fund is invested in the Barclays Equity Index Fund, which tracks the S&P 500 stock index. The F Fund is invested in the Barclays U.S. Debt Index Fund, which tracks the Lehman Brothers U.S. Aggregate bond index. The G Fund is invested in special issues of U.S. Treasury securities.

The monthly C, F, and G Fund returns represent net earnings for the month, after deduction of accrued administrative expenses. The C and F Fund returns also reflect the deduction of trading costs and accrued investment management fees.

The C, F, and G Fund monthly returns are dollar-weighted: they reflect net earnings on the changing balances invested during the month.

* The C, F, and G Fund returns for the last twelve months assume, except for the crediting of earnings, unchanging balances (time-weighting) from month to month and assume earnings are compounded on a monthly basis.

The C and F Fund returns vary from the index returns because of C and F Fund expenses, changing balances in the C and F Funds, and differences in returns between the Barclays funds and the underlying indexes. The index returns are time-weighted: they assume constant dollar balances invested during each month and throughout the period.

Future performance of the three funds will vary and may be significantly different from the returns shown above. See the "Summary of the Thrift Savings Plan" for detailed information about the funds and their investment risks.